

City of Columbus

Date of Request: March 4, 2013

Date Required: Position to be filled immediately

Position: Administrative Assistant/Systems Operator

Department: Fire

Job Opening: Full Time

Salary Range: \$24,362 - \$34,803

FLSA: Non-exempt

Supervised By: Fire Chief

Supervises: None

Applications Deadline: Until position is filled.

Applications can be picked up in the Personnel Office at 123 Washington Street, Columbus IN 47201 or online at www.columbus.in.gov on the Career link.

Summary:

This position serves as the Administrative Assistant to the Fire Chief, Deputy Chiefs, Inspectors, Chief Secretary and other Officers within the Fire Department. Tasks include various clerical, secretarial and administrative functions. The work in this position involves extensive computer skills, including in-depth work with Microsoft Office

Job Requirements:

- Must possess a high school diploma or equivalent.
- Must not have a felony conviction
- Must have a valid driver's license
- Must meet all Employment Eligibility Verification requirements (I-9 documentation) establishing right to work in the United States, after position is offered and accepted.
- Must be able to read personnel policies and procedures, FDO's and other procedures, policies and case reports.
- Must be proficient in writing/word processing/computer skills in order to prepare correspondence, transcribe according to basic instructions, process and maintain information, utilize word processing and data processing software (including but not limited to Microsoft programs (Excel, Word, PowerPoint) with speed, accuracy, and proper formatting in order to prepare various reports, materials, insurance claims, office forms and to store and retrieve data properly.
- Must be able to effectively and courteously respond to complaints and requests for information from fire officers, co-workers and citizens.
- Must be able to multi task
- Must possess the physical skills necessary to complete all essential position responsibilities for this position, including but not limited to seeing, hearing and bending for the purposes of filing, copying, computer processing, working with the public and working in an office environment.
- Ability to be diplomatic when handling difficult situations.

- Knowledge of Department functions and the organization of the Fire Department or ability to become knowledgeable in functions and organization through direction from the Chief, Deputy Chiefs, and coaching and training from the Chief's Secretary.
- Must follow all policies/procedures outlined in the City of Columbus Employee Personnel Booklet and Columbus Fire Department FDO's, Policies, Rules and Regulations and directives.
- Must maintain confidentiality

Essential Position Responsibilities:

- Cross-train with Chief's Secretary so that Administrative Assistant and Chief's Secretary can perform all essential functions of either position.
- Greets visitors coming into the office and directs them to the appropriate individual.
- Maintain a high level of internal and external customer service
- Assists with payroll, requisitions, purchase orders, and claims for the Fire Department
- Independently responds to letters and general correspondence
- Prepare comprehensive reports, charts and graphs as directed
- Work independently in the absence of supervision to provide administrative continuity within the department
- Receives assignments from Chief(s) and officers and ensures completion and quality of assignments.
- Adhere to consistent receipt and transfer of Cheer Fund donation procedures and record-keeping, as developed by Chief and Deputy Chief(s).
- Work overtime as directed by Chief or Deputy Chief(s) in compliance with the Civilian Personnel Policy 9.2 addressing overtime.
- Comply with all Rules and Regulations set forth by the City Personnel Policy which pertains to employees.
- Other duties as assigned.

Note: *This job description is intended to provide a general overview of typical general duties as well as the complexity of the work to be performed by this staff member. It is not intended as an exhaustive list of all duties, responsibilities, or specific tasks required of this person.*

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M/F/H/V